

**Northwest New Jersey  
Area Service Committee  
Policies And Trusted  
Servant Requirements**



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## What is a GSR?

GSRs are elected directly by each N.A. Group and form the foundation of our service structure. By participating in area service, and by attending forums, assemblies, seminars and workshops at both the area and regional levels, the GSRs provide constant active influence over the discussions being carried on within the service structure. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation, a service structure can be built that will inform, and support the group, as the groups nourish and support the structure.

GSRs bear great responsibility. Their group elects them; they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of N.A. as a whole, and not solely as advocates of their own group's priorities.

As full participants in the ASC, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the WSC on each area of service. After carefully considering their own conscience, they take active, critical parts in the discussions, which form the group conscience of the entire committee.

Once a year, the GSR attends the regional assembly. Since broader discussion of regional assemblies occurs later, in the chapter on regional service committees, we won't go into any detail about assemblies here, except to mention that attendance at the regional assembly is one responsibility of the GSR. Where called for, most groups agree to cover the expenses associated with the GSR's attendance at the regional assembly.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSRs report provides a summary of ASC activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the groups needs. In group recovery meetings, GSRs make fliers available announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committees work. If a group is having problems, the GSR can share those problems with the committee in his report. And if that group hasn't found solutions to those problems, the area chairperson will open a slot on the committees "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

Groups also elect a second representative called an Alternate GSR. The Alternate GSR attends all the ASC meetings (as a non-voting participant) with the GSRs, so that they can see for them self how the committee works. And if the GSR cannot attend an area committee meeting, the alternate GSR participates in the GSRs place.

The alternate GSR, along with others, also serves on an area subcommittee. Subcommittee experience will give the alternate GSR added perspective on how area services are actually delivered. That perspective will make them a more effective ASC participant if their group asks them to serve as its GSR.

## **CHAIRPERSON**

### **Requirements**

- 1) 4 years clean time
- 2) Previous experience at running a committee meeting
- 3) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 4) Ready access to transportation
- 5) Basic knowledge of mathematics
- 6) A working knowledge of Roberts Rules of Order

### **Responsibilities**

- 1) Runs the ASC meeting in an orderly manner
- 2) Sets the agenda for the ASC meeting
- 3) Delegate's responsibilities of any open elected ASC position
- 4) Assumes the responsibilities of any open elected ASC position
- 5) Attends at least one of every four meetings of each subcommittee within their term
- 6) Hold at least one learning day per year on the ASC trusted servant's requirements and responsibilities
- 7) The chairperson can not make or second a motion, or share opinion, pro or con on a motion
- 8) Have all available knowledge assessed and expressed on any issue to have better informed GSRs
- 9) Delegating a Trusted Servant to attend each sub-committees audit
- 10) Chairs the ASC audit Committee
- 11) Co-signer of the ASC checking accounts
- 12) May not serve the NWNJASC as a GSR
- 13) May **not** hold treasury documents

*(Amended 09/15/02 Amended 8/21/05)*

## **VICE-CHAIRPERSON**

### **Requirements**

- 1) 3 Years clean time
- 2) Served as a member of a ASC subcommittee
- 3) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 4) Ready access to transportation
- 5) Working knowledge of mathematics

### **Responsibilities**

- 1) Conduct business at the ASC meeting in the absence of the chairperson, or as delegated by the ASC chairperson so that the Vice- chairperson conducts the business of the ASC meeting at least once every four months.
- 2) Chairperson of the Ad-Hoc committee
- 3) Attends at least one of every four meetings of each subcommittee within their term
- 4) The Vice-Chairperson can only make a motion, or share opinion, either pro or con, on a motion through the Ad-Hoc committee.
- 5) Member of the ASC audit Committee
- 6) Co-signers of the ASC checking account
- 7) May not serve the NWNJASC as a GSR
- 8) May not hold treasury documents
- 9) Acts as Insurance Liaison – will review paperwork as well as sign off on the appropriate paperwork

*(Amended 09/15/02 Amended 8/21/05 Amended 3/19/09)*

## **REGIONAL COMMITTEE MEMBER (RCM)**

### **Job Description**

As a representative of the Northwest Area, the RCM speaks for the members and groups within the Northwest Area Service committee. The primary responsibility of a RCM is to work for the good of NA, providing two way communications between the Area and the rest NA, particularly with neighboring ASC's. They represent the group conscience of the Northwest Area at a regional level and provide the area with a written report. The RCM attends all regional service committee meetings and takes part in any decisions, which affect the region, speaking as the voice of the ASC's group conscience. A RCM must be able to work for the common good placing principles before personalities at all times.

### **Requirements**

- 1) Suggested minimum of three years clean time
- 2) Service experience
- 3) The willingness to give the time and resources necessary for the job
- 4) One to two year commitment
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Attend Area and Regional Service meetings
- 2) Attend Area and Regional Service workshops
- 3) Run Area Workshops. (CAR, and those directed by the Area)
- 4) Keep groups informed of what is going on at the Regional and World levels of service
- 5) Bring back issues from Region for Group conscience
- 6) Vote on issues at Regional level keeping in mind what is best to help the still suffering addict
- 7) Know how the Groups in the Area feel about certain issues
- 8) Try to attend the Mid-Atlantic Regional teaming Conference (February)
- 9) May hold treasury documents
- 10) May not be a GSR

*(Amended 7/18/04)*

## **ALTERNATE REGIONAL COMMITTEE MEMBER (Alt. RCM)**

### **Job Description**

The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and workshops, and filling in for the RCM if he or she is absent or unable to complete their term in office.

### **Requirements**

- 1) Suggested minimum of two years clean time
- 2) Service experience
- 3) The willingness to give the time and resources necessary for the job
- 4) Minimum two year commitment
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Attend Area and Regional Service meetings
- 2) Attend Area and Regional Service workshops
- 3) Help the RCM run Area Workshops (CAR, and those directed by the Area)
- 4) Help the RCM keep groups informed of what is going on at the Regional and World levels of service
- 5) Help the RCM bring back issues from Region for Group conscience
- 6) Help the RCM vote on issues at Regional level keeping in mind what is best to help the still and suffering addict

- 7) Know how the Groups in the Area feel about certain issues
- 8) Try to attend the Mid-Atlantic Regional learning Conference (February)
- 9) Filling in for the RCM
- 10) Can be a GSR

## **TREASURER**

### **Requirements**

- 1) 2 years clean time
- 2) Have a steady income
- 3) Working knowledge of math
- 4) A PC is very helpful since area accounts are on Quicken for Windows
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 6) Minimum two year commitment

### **Responsibilities**

- 1) Correspond with bank and keep statements and canceled checks in order
- 2) Member of ASC Audit Committee
- 3) Treasure does not have authority to sign checks
- 4) Can hold no more then 2 consecutive terms
- 5) Collects all group donations and literature sales
- 6) Deposits Area money with a night deposit bag with another member of the Area Executive Committee present
- 7) After all checks are signed, makes sure that all checks are given to the respected parties
- 8) Writes out all checks to be signed by Chair
- 9) Writes out all receipts for groups who have donated
- 10) May not serve the NWNJASC as a GSR
- 11) At the end of term as out going Treasurer takes care of changing of signature cards with new Treasurer, Chairperson, Vice-Chairperson, and Bank within one months time of elections (before next ASC meeting)
- 12) May hold treasury documents
- 13) Check Areas post office box
- 14) Deliver Quarterly fiscal reports to ASC
- 15) Include subcommittee budget usage in their monthly reports. This portion of the report will include YTD totals and monthly usage of each subcommittee.

*(Amended 12/17/00 Amended 01/20/02 Amended 09/15/02 Amended 8/21/05)*

## **ALTERNATE TREASURER**

### **Requirements**

- 1) 1 year clean time
- 2) Have a steady income
- 3) Working knowledge of math
- 4) A PC is very helpful since area accounts are on Quicken for Windows
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Assists the treasurer by filling in for the treasurer in there absence
- 2) Writes out all receipts for groups who have donated in the absence of the treasurer
- 3) Collects all group donations and literature sales in the absence of the treasurer
- 4) Is not a signing member on the Area checking account
- 5) May hold treasury documents

## **SECRETARY**

### **Requirements**

- 1) 2 years clean time
- 2) To be at Area Service each month
- 3) Some clerical skills
- 4) A PC access mandatory in preparing minutes
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) All correspondence for Area Service
- 2) Publication of minutes
- 3) Roll call and Attendance
- 4) Generates all business forms used at area
- 5) Keep new business in order
- 6) Tallies all votes
- 7) Submitting all expenses to treasurer
- 8) Provide current Area Guidelines, GSR Requirements and Robert's Rules of Order
- 9) May hold treasury documents
- 10) Serve as Area Committee contact for NAWS
- 11) Updates Area Service Committee Registration form with NAWS annually.
- 12) May be a GSR

*(Amended 09/15/02, 08/20/06)*

## **ALTERNATE SECRETARY**

### **Requirements**

- 1) 1 year clean time
- 2) To be at Area Service each month
- 3) Some clerical skills
- 4) A PC access mandatory in preparing minutes
- 5) A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

### **Responsibilities**

- 1) Assists the secretary by filling in for the secretary in their absence
- 2) Learning what the duties of the secretary are
- 3) May be a GSR

*(Passed 3/25/90 - 2/18/96)*

## **POLICY CHAIR PERSON**

### **Requirements**

- 1) Two years clean
- 2) Prior Group and Area Service commitments
- 3) Working Knowledge of 12 steps, 12 Traditions, & 12 Concepts

## **POLICY CHAIR PERSON** *Continued...*

### **Responsibilities**

- 1) Keep an up to date version of the NWNJASC policies consisting of all changes to policy approved at the monthly ASC meeting.
- 2) Assist the ASC during session with guidance on polices & procedures.
- 3) Within 60 days of all subcommittees submitting revised or approved policies, the ASC Policy Chairperson will distribute a fully updated ASC policy to the area.
- 4) Provide all subcommittee chairs a copy of their subcommittee guideline along with a copy of 4.17 at the area elections.
- 5) Attend and participate in Ad-hoc committee meetings where input on policy may be needed
- 6) Participate in policy related workshops held by the ASC.
- 7) Provide information & assistance to any subcommittee, Area trusted servant, or group that has an issue relating to ASC policy upon their request
- 8) May be a GSR

## **COFFEE MAKER**

### **Requirements**

- 1) 6 Months clean time
- 2) One year commitment

### **Responsibilities**

- 1) Make coffee for area service
- 2) Contacts Pastor of Church
- 3) Stays until end of meeting to ensure clean up
- 4) May be a GSR

*(Passed 12/19/05, Amended 8/20/06)*

## **ACTIVITIES CHAIRPERSON** *(Taken from Activities Subcommittee Policy)*

### **Requirements**

- 1) 1 year clean
- 2) Must be 18 years old due to legal requirements.
- 3) Some experience dealing with churches, parks, restaurants, etc.
- 4) Working knowledge of the Steps and Traditions.
- 5) Cannot serve 3 consecutive twelve-month terms
- 6) Should have previously held executive committee position on the activities committee.

### **Responsibilities**

- 1) Chair activities meeting once a month or more when necessary due to ongoing activities.
- 2) Oversee planning of all activities.
- 3) Should attend all activities.
- 4) Be liaison between regional activities chairperson and also other local area activities chairpersons.
- 5) Must attend regional activities committee meetings.
- 6) Pass archival memorabilia to area archives.
- 7) May hold Area Treasury documents.



## **PUBLIC RELATIONS CHAIRPERSON** *(Taken from Public Relations Subcommittee Policy)*

### **Requirements**

- 1) Shall be elected by the N.W.N.J.A.S.C.
- 2) Suggested two years continuous abstinence.
- 3) Previous experience with subcommittee workings.

### **Responsibilities**

- 1) To coordinate the activities of the P1 subcommittee as directed by the N.W.N.J.A.S.C.
- 2) Attend A.S.C. meetings and report the efforts of the committee.
- 3) Attend Regional PI meetings and report the efforts of the committee and the conscience of the ASC on any related matters
- 4) May hold Area Treasury documents.

## **H&I CHAIRPERSON** *(Taken from H&I Subcommittee Policy)*

### **Requirements**

- 1) Requires two years of uninterrupted clean time
- 2) A minimum of one year involvement in H&I work.

### **Responsibilities**

- 1) Prepares the monthly subcommittee agenda.
- 2) Brings before the general meeting of the subcommittee matters they should act upon.
- 3) Carries out policies and orders for the subcommittee.
- 4) Appoints special subcommittee members when required.
- 5) Represents the H&I subcommittee at the area level.
- 6) Attends the regional H&I subcommittee meetings.
- 7) Appoints panel leaders and members to H&I panels.
- 8) May hold Area Treasury documents.

## **LITERATURE CHAIRPERSON** *(Taken from Literature Subcommittee Policy)*

### **Requirements**

- 1) Should have at least two years clean time
- 2) Previous Group and Area Service commitments.
- 3) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts
- 4) Willingness to serve
- 5) Must have steady reliable income.
- 6) May not serve the NWNJASC as a GSR or Alt. GSR.
- 7) May hold Area Treasury documents

### **Responsibilities**

- 1) Holds the key and is responsible for open and closing meeting place

## **ARCHIVES CHAIRPERSON** *(Taken from Archives Subcommittee Policy)*

### **Requirements**

- 1) It is suggested that the Chairperson have one-year clean time, plus prior service commitments. The Chairperson will be elected by the ASC at its annual elections for a term of one year.
- 2) The Chairperson may serve two consecutive terms.

### **Responsibilities**

- 1) Collecting and preserving all documentation and related items of NA.
- 2) Attend Area Service meetings.
- 3) The Chairperson will present a display of Archives at Area Workshops or Learning Days, upon request from ASC.
- 4) The Chairperson shall make available all documentation and miscellaneous items to any member of NA upon request.

# NORTHWEST NEW JERSEY AREA SERVICE POLICIES

## 1.0 Funds

### 1.1 Regional and World Donation

All funds in excess of standard operating expenses, which are defined below, are donated to the next level of service. 90% to NNJRSC & 10% to NAWs directly.

- 1) All budgets defined in ASC policy
- 2) Any expenses approved by the ASC
- 3) Prudent reserve as defined in policy (NWNJASC Policy 1.2)

~~Suspended until regional addresses issues of financial security~~

*(Passed 2/19/06)  
(12/15/02 Passed 13/0/1 Amended 04/17/2005)*

### 1.2 NWNJASC Prudent Reserve

Establish a Prudent Reserve of \$1400.00 to reflect a reserve of two months operating expenses, and additional \$400.00 for large unexpected costs. To hold an additional \$800.00 Prudent reserve for the annual Insurance Policy

*(Amended as of 3/16/03 Amended 12/21/08)*

### 1.3 Submit Receipts

All subcommittee chairpersons are required to submit receipts to the Area as to how the money allotted to each subcommittee is being spent. All subcommittee chairpersons are to deliver a written financial statement each month detailing money on hand, money spent, and money taken in.

*(10/25/87 passed 21/0/1)*

### 1.4 Sub-committee Holdings

After each fund raiser the responsible committee receiving the money, turn all proceeds, save their prudent reserve, to the NWNJASC

### 1.5 Minutes

Subcommittee minutes will not be mailed. They will be made available at Area Service on the table.

*(05/21/95 Passed 17/0/1)*

### 1.6 Paying own rent

That all other groups or committees who meet at the Stanhope Presbyterian Church be ultimately responsible for paying their own rent/donation.

*(01/24/89 Passed 19/5/2)*

### 1.7 Stanhope Presbyterian Church Donation

Area will pay the Stanhope Presbyterian Church \$30.00 every three months for use of their facility for the purpose of Area Service.

*(12/19/91 Passed unanimous)*

### 1.8 Form of Check

That all donations to Region from this Area be given in the form of a check from the Treasurer.

*(03/27/88 Passed unanimous)*

### 1.9 Blank Checks

That Area Service does not submit any signed blank checks to anyone

*(08/28/88 Passed unanimous)*

### 1.10 Misallocation of Funds

Misallocation of funds should constitute grounds for removal from executive committee position or a subcommittee chair position of NWNJASC for a period of one year.

*(06/25/99 Passed 20/0/2)*

- 1.11 H&I Budget**  
To allocate a budget of \$180 per month for literature and expenses.  
*(11/17/96 Passed by Roll Call vote 10/4/04 Amended 12/16/07)*
- 1.12 Allocate Funds Monthly to Support Helpline.**  
To allocate \$30.00 each month to support the existing State-wide Helpline.  
*(01/28/90 Passed Voice, Amended 03/18/04)*
- 1.13 Working Budget for Policy**  
To allocate a working budget of \$100.00 per year not to exceed \$50.00 in any one given month.  
*(02/25/90 Passed Voice Amended 09/15/02)*
- 1.14 Working Budget for PR**  
To allocate an annual budget of \$250.00 for the PR committee.  
*(Amended 06/27/04)*
- 1.15 Working Budget for Secretary**  
To allocate a working budget of \$50.00 per month to pay for copies of minutes and new business motion forms  
*(04/16/00 Passed, Amended 06/25/06)*
- 1.16 Change ASC Treasury Policy**  
Holding only Executive Committee members (these persons being: RCM, Chairperson, Vice-Chairperson, Secretary, Treasurer, Alternate Treasurer of Area) and the following Subcommittee chairpersons (those subcommittees being H&I, PR, Literature, and Activities) responsible to have in their possession any treasury documents.  
*(09/15/02 Passed 13/0/0)*
- 1.17 Coffee Reimbursement**  
To reimburse our coffee maker cash. Treasurer to keep proper records.  
*(12/15/02 Passed 13/0/1)*
- 1.18 Working budget for literature**  
To allocate a working budget of \$15.00 per month to pay for supplies.  
*(4/17/03)*
- 1.19 Working Budgets for Area**  
To allocate enough money each month for two boxes of meeting lists & \$50.00 each month for miscellaneous funds.  
It will be the decision of the Literature Chairperson, RCM, Area Chairperson, and Treasurer on the amount of meeting lists to be purchased.  
*(4/17/03 Amended 3/20/2005, Amended 2/21/10)*
- 1.20 Insurance Prudent Reserve**  
To create an \$800.00 prudent reserve for the Annual Insurance Policy. This is to be a separate reserve solely for this purpose.  
*(11/16/09)*
- 1.21 Quarterly Fiscal Health Reports**  
The treasurer shall conduct and deliver quarterly reports on the health of the ASC. The report will include the previous quarter and projections of upcoming quarter. Reports will be due in July, October, January, and April of each year.  
*(11/16/09)*

## **2.0 GROUPS**

### **2.1 Persons Representing Groups**

A group may be represented at the ASC by the elected GSR, Alternate GSR or by a member of that group specifically appointed by group conscience in the absence of both the GSR and Alt. GSR.

**2.2 GSRs Read Announcements**

All flyers distributed at area must clearly state they are for NA events by having the text “NA”, “Narcotics Anonymous”, or the NA logo. All flyers to be distributed at Area Service must be previously reviewed and approved by two members of the executive committee.

(11/29/87 Passed Unanimously Amended 12/19/04)

**2.3 Groups Not Represented**

*Definition “not represented”:*

In order for a GSR to be considered present and able to vote at Area they must be present for both roll calls that day. Missing one role call will count as one month absent.

*Exception to above definition:*

Sunday Dover Meeting to be considered present if first roll call is missed. Must be present for second roll call to be considered present. (Meeting ends at 1:30 and may be difficult to make it for first roll call)

- 1) Any Group not present at Area Service for two consecutive months loses all voting privileges and are announced at roll call but are not included for quorum. After six months they are dropped from roll call.
- 2) A group can be reinstated to all voting and quorum privileges just by attending the next Area Service and announcing their attendance. However these privileges don't go into effect until next Area Service and won't be suspended until 2 more consecutive misses.

(01/15/95 Passed 13/0/5 Amended 8/21/05, 08/20/06, 10/2009)

**2.4 New Groups Present**

Before group reports at ASC the chairperson will ask if there are any new groups present. They are recognized and can ask for a starter kit. One starter kit will be provided as long as policy 2.5 is met. A new group may vote at their second consecutive ASC meeting.

**2.5 Starter Kits**

A new group that asks for a starter kit will receive one as long as that group has a G.S.R., chairperson, and a treasurer (3 separate persons). The group must also have a meeting place that adheres to policy 2.6.

A starter kit shall contain the following items:

10 Welcome Key Tags	5 #1 IP's	5 #11 IP's
5 Thirty Day Key Tags	1 #2 IP's	4 #16 IP's
10 State Wide Mtg Lists	4 #6 IP's	4 #22 IP's
Set of Preambles	5 #7 IP's	
1 Copy of “The Guide to Local Service”	5 #8 IP's	

(06/28/98 Passed 12/0/0 Amended 8/19/01 Passed 10/0/2 Amended 04/22/06)

**2.6 Place of Business**

A meeting that is taking place in a place of business should not be accepted into Area and should not be placed on a meeting list. This is keeping with the 6th tradition (i.e., restaurant or dry bar. Amendment: during business hours and excluding hospitals and institutions)

(09/27/89 Passed 17/5/2)

**2.7 Group Integrity Check**

The Vice-Chairperson of the ASC is responsible to advise groups of GSR's non-participation in any Special ASC group conscience voting days.

(10/29/89 Passed Voice, Renamed from “Snitching” 2/21/10)

**2.8 Removal of Groups from Statewide Meeting List**

If an NA meeting that is part of the NWNJASC is not meeting as posted in the Statewide meeting list without justifiable cause it is subject to investigation by an Ad-Hoc committee (consisting of

the Vice Chair and all available executive committee members and interested NA members). They will remove such a meeting if it is witnessed that it has not held a meeting for 3 consecutive weeks or inconsistently (more times than it is open). If a group is determined by the Ad-Hoc committee to be removed and has not been removed from the list (due to the timing of the printing) and the group reestablishes themselves it is the responsibility of the group to communicate their status to the Area to prevent unneeded removal of an established meeting.

*(06/25/00 Passed unanimous)*

### **3.0 MOTIONS**

#### **3.1 Writing Motions**

That all motions of new business to ASC be made in writing and signed by author and second.

*(07/26/89 Passed 15/1/5)*

#### **3.2 Persons Allowed to Make Motions**

Only GSRs, executive committee members (excluding the chairperson), and subcommittee chairpersons can author motions.

*(10/25/87 Passed unanimous)*

#### **3.3 No Motions in Reports**

That no motions or other business requiring a vote be included in the Treasury, Regional, Subcommittee, or Group reports. All such motions should come under the heading of new business and be submitted in the approved manner.

*(08/28/87 Passed unanimous)*

### **4.0 AREA SERVICE**

#### **4.1 Elections**

Elections should be held at the regular March ASC meeting of each year.

*(07/26/87 Passed 13/0/3 Revised 12/19/99)*

#### **4.2 15 Minute Break**

A 15-minute break after Open Forum

*(10/25/87 Passed 12/0/1 Amended: 5/21/00)*

#### **4.3 Dates and Location of Area**

ASC will be held the third Sunday of each month at the Stanhope Presbyterian Church at 2 o'clock, except when third Sunday of the month is a holiday then it shall be moved to the fourth Sunday of the month.

*(06/25/95 Passed 15/0/0)*

#### **4.4 Quorum**

Quorum to conduct business shall be set at 50% + 1 of voting groups present at the 2<sup>nd</sup> roll call of the previous month.

*(03/15/99 Passed 12/1/1 Amended: 06/23/04, Amended 07/16/06)*

#### **4.5 Adequate Representation**

Any executive committee member or subcommittee chairperson missing two consecutive Area Services without being adequately represented will be required to step down. An adequate representative shall be a fellowship member accepted by the ASC, who is responsible for fulfilling all duties of that person

*(02/26/89 Passed unanimous)*

#### **4.6 Job Descriptions**

ASC job descriptions and responsibilities as stated in "A GUIDE TO LOCAL SERVICES IN NARCOTICS ANONYMOUS" and policies laid out in the beginning of this guide shall be adopted by the NWNJASC.

#### **4.7 Adhoc to Agenda**

After roll call, the vice-chairperson will report on groups he or she visited that had missed the last one or more ASC meetings.

**4.8 Area Name Change**

Adopt former Area name “Northwest New Jersey Area Service”

*(04/25/93 Passed unanimous Amended 12/17/00 Passed 9/0/1)*

**4.9 Commit to Region**

Commit to the Northern New Jersey Region to help us create better unity in the northern half of the state.

*(09/24/89 Passed voice)*

**4.12 Smoking Policy**

There will be no smoking at Area Service.

*(02/25/90 Passed Voice)*

**4.13 Clean Up**

The Area chairperson will ask for volunteers to head a clean up committee to clean up after each Area Service.

*(07/25/90 Passed Voice)*

**4.14 Issue GSR “Help” Document**

To distribute to new GSRs and Alt. GSRs the GSR help document so that they may be aware of their duties and hopefully better understand the running of Area Service. The responsibility of updating this document would fall to the ASC secretary.

*(07/30/90 Passed Voice)*

**4.15 Distributing Literature After New Business**

In order to keep Quorum, literature will be distributed after the second half of Area, after New Business.

*(08/29/90 Passed 11/5/1 Policy Retired 06/22/03, Reinstated 3/15/09)*

**4.16 Author of Motions in Minutes**

To include the represented group or committee authoring and seconding a motion in the monthly minutes.

*(01/26/91 Passed 8/3/2)*

**4.17 Subcommittee guidelines Deadline**

a. Restrict subcommittees, which do not submit guidelines by their appointed deadlines.

b. To remove the chair of any committee if their guidelines are not received by the policy chairperson by the **June ASC meeting**.

c. Committees may request extensions of their respective deadlines at the ASC meeting prior to the June due date. Any such requests are subject to ASC approval.

d. Submission of the guidelines shall include the ASC approved subcommittee guidelines, and suggested changes made by that body. These must be submitted to the Policy Chair, the ASC Chair or Vice Chair. Any changes to Sub-committee policy must be approved by the ASC directly by a two-thirds majority.

*(01/29/89 Passed 08/26/90 Passed Voice Amended: 4/16/00 Amended: 12/17/00, 2/17/08)*

**4.18 Order CAR**

Conference Agenda Reports will be ordered for each group to conduct CAR Workshops

*(11/29/92 Passed 11/1/1)*

**4.19 Donations and Literature Sales**

No Area donations or literature sales shall be accepted 15 minutes after the 1<sup>st</sup> roll call and 15 minutes after the break ends

*(05/21/00 Passed Unanimous, Revised September 2009)*

**4.20 PR Information Packet**

That PR uses the following materials for use in an information packet. That the Area replenishes these resources for PR at Area Service; so that PR may have on hand at least a dozen of each of the following:

N.J. Statewide Meeting Lists	Behind the Walls
For the Newcomer	By Young Addicts, for young addicts
The Little White Book	For the parents of young people
NA Resource in Your Community	P.I. & the NA Member
Welcome to NA	Sponsorship
For Those in Treatment	P.I. & the NA Member
	Am I an Addict?

*(11/19/00 Passed)*

**4.21 Definition of Executive Committee in Order of Succession in Absence of the Chairperson**

The Executive Committee will consist of the Chairperson, Vice-Chairperson, RCM, Secretary, Treasurer, Policy Chair, H&I Chair, PR & Helpline Chair, Activities Chair, Literature Chair, Archives Chair, Alt. RCM, Alt. Secretary, and Alternate Treasurer.

*(12/17/00Passed)*

**4.22 Process for Removal of Executive Committee Members**

Relapse will serve as automatic grounds for removal of any Executive Committee member from their position. Any and all other grounds for removal must be submitted in a written motion to the Area. Debate will be limited only to the Chair's discretion. The member who is facing removal has the right to be present and make a statement in their defense or to make amends. If the accused individual is not present, the motion for removal will be automatically tabled until the next ASC meeting. The Vice-Chair will be responsible for notifying the accused party of the motion and their right to appear before the ASC. If the accused party is not present at the next ASC meeting, if given proper notice, the motion will proceed to debate and then to a vote. A vote for such motion will require a 2/3 majority to pass and may be conducted in a ballot fashion.

*(12/17/00 Passed)*

**4.23 Voting**

Motions that effect policy will require a two-thirds majority of voting GSRs present at last roll call to pass. All other motions will require a simple majority (50% + 1) of voting GSRs present at last roll call to pass. When establishing the majority, fractions are always rounded up.

i.e. A policy motion with 22 groups present at roll call, where all 22 groups have voting privileges would require a two thirds majority of 14.667, rounded up to 15 votes. A vote of 13 yays, 5 nays, and 4 abstentions does not meet majority. The motion fails.

*(Passed 07/16/06)*

**4.24 Treasury Policy**

Treasury will retain records for seven (7) years to include monthly summary reports and receipts. All documents over seven (7) years old not required by Archives policy will be destroyed.

*(Passed12/16/07 Unanimous)*

**4.25 Area Insurance Policy**

The NWNJASC shall hold an Insurance Policy to cover its groups and activities. The policy should be reviewed and presented to the Area and then renewed and paid annually by the Area Vice Chairperson.

*(Passed12/16/07 Unanimous)*



## **5.0 WRITINGS**

### **5.1 Guidelines in Writing**

All subcommittee guidelines are to be written by the subcommittee and approved by NWNJASC to become policy for that subcommittee.

*(02/25/90 Passed Unanimous)*

### **5.2 Region and World Policies**

Policies of the NNJRSC and the WSC can only be adopted if they are motioned and put to a vote by NWNJASC.

*(10/27/87 Passed Unanimous)*

### **5.3 Reports in Writing**

All agenda reports are to be submitted to the secretary of ASC in writing.

*(10/27/87 Unanimous)*

### **5.4 Letters to NAWS & RSC**

Any letters written to NAWS or NNJRSCA must first be approved by the NWNJASC.

*(11/29/87 Passed Unanimous)*

### **5.5 Current Guidelines**

To get a copy of all subcommittee guidelines to the ASC and policy committee.

*(02/28/88 Passed Unanimous)*

### **5.6 Robert's Rules**

To adopt Robert's Rules, as applicable, as the NWNJASC'S format for conducting business.

*(01/29/89 Passed Voice)*

### **5.7 Policy requirements**

Official copies of the Trusted Servant Requirements, Roberts rues of order, and subcommittee guidelines for the Northwest New Jersey Area Service Committee must include a footer containing the abbreviated title NWNJASCNA, corresponding page number of total (i.e. 12 of 32) and corresponding revision date.

*Note: This policy only effects editions dated after February 16, 2003.*

# Retired Policies

## **Regional Donation**

To donate to Region anything in our account over \$400.00 each month

*(01/19/97 Passed 17/0/1 12/15/02 Retired, see Policy 1.1)*

## **Donate old meeting lists to H&I**

NWNJASC will donate all old meeting lists to H & I subcommittee.

*(09/20/98 Passed unanimous Retired 02/16/04)*

**Northwest New Jersey  
Area Service Committee  
Subcommittee Guidelines**



# **NORTHWEST NEW JERSEY AREA SERVICE ARCHIVES SUBCOMMITTEE GUIDELINES**

## **I DEFINITION AND PURPOSE**

The Archives Subcommittee of the Northwest Area Service Committee consisting of one member of Narcotics Anonymous, has the responsibility of collecting and preserving all documentation and miscellaneous items pertaining to NA as a whole. This responsibility should always be the primary concern. This will insure the history of our Area and NA as a whole. This Committee is a subcommittee of the Northwest Area Service Committee and is directly responsible to that committee.

## **II FUNCTIONS OF THE ARCHIVES SUBCOMMITTEE**

- A) To preserve the following documents: Area minutes, one copy of each flyer distributed at Area that pertains to NWNJNA, (out of Area documents will not be archived) including, but not limited to documents pertaining to: H&I, Activities, PR, and groups, a copy of each CAR (conference agenda report), a copy of each new meeting list, and a RCM Annual Summary. Anything that falls outside the scope of this policy will be voted on individually.
- B) To report to the Area Service Committee on a monthly basis.

## **III OFFICERS**

- A) This service board shall consist of one officer a chairperson.
- B) If the Chairperson relapses, he or she will automatically be removed as Chairperson.
- C) If the Chairperson misses two consecutive Area Services without contacting the Area Chairperson or Vice-Chairperson he or she may be removed.
- D) In the case of resignation, the Area Service Committee shall elect another Chairperson.

## **IV QUALIFICATIONS**

- A) It is suggested that the Chairperson have one-year clean time, plus prior service commitments. The Chairperson will be elected by the ASC at its annual elections for a term of one year.
- B) The Chairperson may serve two consecutive terms.

## **V DUTIES OF OFFICER**

- A) Collecting and preserving all documentation and related items of NA.
- B) Attending Area Service meetings.
- C) The Chairperson will present a display of Archives at Area Workshops or Learning Days, upon request from ASC.
- D) The Chairperson shall make available all documentation and miscellaneous items to any member of NA upon request.

## **VI GENERAL INFORMATION**

- A) The Chairperson of the Archives subcommittee is automatically disqualified from further Archives activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines.

# NORTHWEST NEW JERSEY AREA SERVICE ACTIVITIES SUBCOMMITTEE GUIDELINES

## ARTICLE I

### Name & Purpose

#### Section I.

The name of this subcommittee shall be the Northwest New Jersey Area Service Committee Activities Subcommittee of Narcotics Anonymous or NWNJASC Activities Sub-Committee

#### Section 2.

##### **Purpose:**

- A) To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous in the Northwest Area of NJ while having activities that will give members the opportunity to have a good time in recovery.
- B) To provide the fellowship of Narcotics Anonymous with Celebrations of Recovery.

## Article II

### Definitions

**Activity:** Defined as an event sponsored or co-sponsored by the NWNJASC Activities Committee. Activities include, but are not limited to, workshops, learning days, dances, sporting events, talent and comedy shows, marathon meetings, plays, picnics. Camp outs, and boat rides.

**Fund-raiser:** Defined as an event sponsored by the NWNJASC Activities Sub-Committee, which has the stated purpose of raising funds for the treasury of the Activities Sub-Committee or the treasury of the NWNJASC.

## Article III

### Suggested Clean-Time Requirements & Responsibilities

- 1) **Chairperson:** 1 year clean. Must be 18 years old due to legal requirements. Some experience dealing with churches, parks, restaurants, etc. Working knowledge of the Steps and Traditions. Cannot serve 3 consecutive twelve-month terms, Should have previously held executive committee position on the activities committee. Chair activities meeting once a month or more when necessary due to ongoing activities. Oversee planning of all activities. Should attend all activities. Be liaison between regional activities chairperson and also other local area activities chairpersons. Must attend regional activities committee meetings. Pass archival memorabilia to area archives. May hold Area Treasury documents.  
*(Amended 09/15/02)*
- 2) **Vice-Chairperson:** 6 months clean time. Working knowledge of the Steps and Traditions. Substitute for Chair. Assist chairperson in his/her responsibilities. Should attend all activities. Must be a voting member of Activities committee to be elected to this position. Must be elected within committee This is a two year position. Vice-Chairperson should expect to succeed Chairperson when he/she steps down. If Vice-Chairperson is elected by the area. Vice chair should chair all adhoc committees and present a written report where applicable.
- 3) **Secretary:** 6 months clean time. Working knowledge of the Steps and Traditions. Access to a computer and a copier. Keep Minutes. Must have current typed minutes available at each activities meeting. Should attend all activities. Must keep accurate archives within subcommittee, i.e. minutes for future use. Must be a voting member of activities committee to be elected to this position. Must be elected within the committee.
- 4) **Alternate Secretary:** 6 Months Clean time, 1 year commitment with anticipation of taking over secretary's position when fulfilled. The must have access to a computer & copier. Have a working knowledge of the steps and traditions. Should attend all activities meetings and events. Assist in and fills in for secretary when absent & keep accurate minutes. Must be a voting member of the Activities Subcommittee.

5) **Peace-keeper:** 3 Positions Available. 90 Days clean time, 1 year commitment. Helps assist with all the responsibilities and duties with each specific event and maintain an atmosphere of recovery. Must be actively involved with NA and the 12 Steps. Peace-Keepers do not handle money.

4) **Treasurer:** 2 years clean time with a job. Must be 18 years of age because his/her name must be on the bank account. Some financial knowledge helpful. Working knowledge of the Steps and Traditions. Keep accurate financial accounting. Must give up to date financial report at each activities meeting. Will hold and maintain \$20.00 petty cash for any small re imbursements. Must attend all activities where there will be a fund flow.

Must be voting member of activities committee to be elected to this position. Must be elected within committee. **(Amended 11/20/05)**

5) **Alternate Treasurer:** One year clean, with a job, must be 18 years of age. Some financial knowledge helpful. Working knowledge of Steps and Traditions. Must be a voting member of activities committee to be elected. Must be elected within committee and is expected to take on Treasurer commitment. Duties to included filling in for treasurer when absent, keeping accurate financial accounting, and give up to date financial report at each activities meeting. Must attend all activities where there will be a fund flow. **(Added 6/26/05)**

6) Upon completion of all commitments, all previous executive committee members must serve on the committee for an additional 90 days or until all currently planned activities are completed. The length of term to be decided by the newly elected executive committee members.

#### Article IV

##### **Activities Fund Management**

The activities committee will maintain a checking account; the checks will require signatures from 2 of the 3 executive committee members, chairperson, vice-chairperson and secretary.

When planning fund raising activities, attention should be paid to the fund raising potential of the activity so that the balance remains constant. The activities committee will do all business (deposits, payments, etc.) in the form of a check, when possible except deposit. It is also important to remember that admittance to fundraisers are suggested donations.

#### Article V

##### **Fund Management Guidelines**

- 1) Anyone handling money at a function should have a job and be clean a minimum of six months and must be an activities member with voting privileges.
- 2) An attempt must be made by the activities committee to break even on a fund raising item before the event goes off so that profit begins when the item is sold at the event.
- 3) The activities committees working budget will never exceed \$1,200.00 (*Revised August 2009*). Any money over that amount will be directly turned over to the ASC treasury unless a special request is made be the committee.
- 4) All money to be deposited in night deposit by 2 members of the executive committee.
- 5) All money to be deposited directly after an event or after a collection of funds following an activities meeting.
- 6) All checks written, deposits made, and withdrawals made must be accounted for in check register.
- 7) A ledger must be maintained by the committee of all transactions. (Including all cash deposits made by various members)
- 8) All funds paid out by the activities treasurer are made with an activities check.
- 9) All incoming money should be recorded on a detailed cash receipt sheet of incoming money for each event.

#### Article VI

##### **Fund Raiser Guidelines**

- 1) A fundraiser sponsored by this sub-committee must generate funds for the treasury of the NWNJASC or the treasury of the activities sub-committee only if the working budget falls below \$1,200.00 (*Revised August 2009*)
- 2) All fundraisers, their merchandise and all costs involved must be approved by NWNJASC
- 3) It will be possible for the activities committee to have a fund raiser to generate funds past their working budget to support another up and coming activity ONLY if motioned and approved by NWNJASC
- 4) When hosting a convention fundraiser we must keep in mind that we are only hosting the fundraiser. A representative from the convention committee must be present at the fundraiser to receive funds generated by the fundraiser. If there are no representatives from the convention fund raising committee, funds generated must go into the general treasury of NWNJASC

## Article VII

### **Day of Activity Guidelines**

- 1) When a function is over **ALL** people must leave the building except members of the activities committee and the members of the clean-up subcommittee.

## Article VIII

### **Accountability to Area Guidelines**

- 1) The activities committee treasury will be audited quarterly by the Chairperson, Vice chairperson, the secretary, and the treasurer of the activities committee. In addition, every six months the activities committee will open their books for audit by two members of the NWNJASC executive committee. The fiscal year for the activities committee is January 1st through December 1st.
- 2) World Guidelines: This committee will adopt all world convention guidelines when applicable to an activity.
- 3) This sub-committee shall present a written report of all planned activities, fundraisers, and status of the subcommittee to NWNJASC each month

## Article IX

### **Membership/Voting within Committee Guidelines**

- 1) To be considered a voting member of NWNJASC Activities committee, it will be mandatory that you must be present at your second activities committee meeting within a 3-month period before having or maintaining voting privileges.
- 2) All voting activities sub-committee members must be a current member of NA
- 3) In keeping with the 7th concept and due to the nature of involvement of the chairperson, the chairperson will be able to make business motions only. The chairperson can only vote in the event of a tie.

## Article X

### **Circulation of Fliers**

It has been the experience of this committee that the most important thing contributing to the success of an activity is the circulation of fliers. Fliers should be circulated at least 90 days prior to an event. Advance tickets should be provided prior to event (where applicable). When time and budget allows, it has been proven successful to do a mailing to other areas. Within our own area, fliers should be distributed by hand to individual GSRs at area service meetings. On each flier the NA logo must appear, along with the words "Northwest Area Service". It is also important for this committee to stay in touch with other area activities committees as well as the regional activities committee to avoid planning functions for the same date.

## Article XI

### **Dismissal Guidelines**

- 1) If any member of the activities committee misallocates funds, relapses or blatantly breaks any policy he or she will be asked to resign from his/her position either by the conscience of the activities committee or the conscience of NWNJASC
- 2) If any member of the activities executive committee misses two consecutive meetings they may be asked to resign.

*(07/21/02 Passed Unanimous 18/0/0 of 20)*



# **NORTHWEST NEW JERSEY AREA SERVICE HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES**

*(REVISED 12/06/04)*

## **1) DEFINITION AND PURPOSE OF THE SUBCOMMITTEE FOR H&I**

THE NORTHWEST AREA H&I subcommittee is a volunteer group of members of NA which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility, as well as imposing certain standards on ourselves.

This committee is a subcommittee of the NORTHWEST NJ ASC. We shall maintain effective liaison and complete accountability to that committee. A regular business meeting is to be held on the first Tuesday of every month. These meetings will be held at (location chosen by the committee).

## **2) INTRODUCTION**

Welcome to H&I! There are a few things you should know about HOSPITALS AND INSTITUTIONS before you go to your first commitment. The first is that we can only keep what we have by giving it away. You will learn by sharing your experience, strength and hope, that the feeling of sharing is immeasurable. Remember that our primary purpose is to carry the message to the addict who still suffers.

## **3) THE IMPORTANCE OF H&I**

Many people in institutions do not know that NA exists, or what it is about. Our primary purpose as a subcommittee is to let these people know that there is a program that can help them, and that it has helped us. We need to be aware of the manner we project when in an institution. Remember that we are not counselors or professionals of any kind. We are only addicts, just like those who come to our meetings, and we must keep this in mind when carrying the message through H&I.

The identification that the institutionalized addicts will have with the H&I members can provide them with the hope of recovery from addiction. Many addicts in institutions are deep in denial. The best message that we can carry is that we were there and have found a better way. Although we try to avoid telling "war stories"; it is sometimes easier for the institutionalized addict to relate to our "experiences" of our active addiction.

## **4) FUNCTIONS OF THE COMMITTEE**

- A) Communication and disbursement of all information to and from all panels through their panel leaders.
- B) The distribution of NARCOTICS ANONYMOUS literature to the panel leaders.
- C) To conduct a monthly business meeting.
- D) To provide an H&I service representative for participation in the regional H&I subcommittee.
- E) To coordinate the development of any new H&I meetings/presentations.
- F) The election of panel coordinators to communicate with the facilities.
- G) To appoint panel leaders and members and conduct the H&I meeting/presentation.
- H) That only the H & I subcommittee at a regular subcommittee meeting can ask a panel chair or panel member to  
step down,
- I) Any H&I member who misses two consecutive H&I subcommittee meetings loses his/her voting privileges.  
Once he/she returns, he/she will be asked if he/she would like his/her voting privileges reinstated. If yes, he/she will be able to vote at the 2nd consecutive meeting he/she attends.
- J) Any new H&I member who is accepted on a panel will be given an H&I information packet by the H&I subcommittee.

## 5) **WHAT IS AN H&I MEETING?**

- A) An H&I meeting is an introduction of NA and the message of recovery. This is often the first introduction of its kind to many addicts.
- B) The format of H&I meetings are kept simple such as the following: SPEAKER, TOPIC, PAMPHLET, OR OPEN DISCUSSION.

## 6) **ELECTED OFFICERS**

The H&I subcommittee's officers shall consist of a chairperson, a vice-chairperson, secretary, treasurer, panel coordinator, and alternate panel coordinator. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee based on the recommendation of the H&I subcommittee. Eligible voters on the H&I subcommittee includes: officers, panel leaders, panel members and subcommittee members but any voting member must have attended the last two consecutive subcommittee meetings to vote.

During elections, in the case of more than two nominations for any office, a second ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility. Any subcommittee officer, except for the chairperson, may be removed from office by a two-thirds vote of the H&I subcommittee.

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline, however, in which case the area service vice chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### A) **CHAIRPERSON**

- 1) Requires two years of uninterrupted clean time plus a minimum of one year involvement in I-I&I work.
- 2) Prepares the monthly subcommittee agenda. Brings before the general meeting of the subcommittee matters they should act upon.
- 3) Carries out policies and orders for the subcommittee.
- 4) Appoints special subcommittee members when required.
- 5) Represents the H&I subcommittee at the area level.
- 5) Attends the regional H&I subcommittee meetings.
- c) Appoints panel leaders and members to H&I panels.
- d) May hold Area Treasury documents.

### B) **VICE CHAIRPERSON**

- 1) Requires a minimum of one year uninterrupted clean time, and six months involvement in H&I work.
- 2) The vice chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
- 3) Coordinates panels until a panel coordinator is assigned.

### C) **SECRETARY**

- 1) The requirement for this position includes at least one year uninterrupted clean time.
- 2) Takes minutes of all subcommittee meetings
- 3) Copies and distribute those minutes.
- 4) Keeps record of all subcommittee members, including addresses and telephone numbers.

- 5) Keeps records of all hospitals, institutional and recovery house guidelines, rules and regulations.

**D) TREASURER**

- 1) The requirement for this commitment is one year uninterrupted clean time and active member of NA and hospitals and institutions.
- 2) Handles all money for H&I.
- 3) Pays out all money owed.
- 4) Keeps records of all transactions.
- 5) Reports directly to the H&I Chairperson.

**E) PANEL COORDINATOR**

- 1) Requires one year uninterrupted clean time plus at least six months involvement in H&I work.
- 2) Instructs panel leaders in facilities requirements and regulations and general rules covering H&I meetings/presentations.
- 3) Maintains regular contact with the panel leaders.
- 4) Keeps an open line of communication with the facility.
- 5) Calls upon the officers and general subcommittee membership for any necessary assistance.
- 6) Conducts a tutorial on Do's and Don'ts and Facility Guidelines immediately following any H&I subcommittee meeting at which new panel members or new panel leaders are voted in.

**F) ALTERNATE PANEL COORDINATOR**

- 1) Requires one year uninterrupted clean time plus at least six months involvement in H&I work.
- 2) Instructs panel leaders in facilities requirements regulations and general rules covering H&I meetings/presentations.
- 3) Maintains regular contact with the panel leaders.
- 4) Keeps an open line of communication with the facility.
- 5) Calls upon the officers and general subcommittee membership for any necessary assistance.
- 6) In the absence of the panel coordinator, the alternate panel coordinator conducts a tutorial on Do's and Don'ts and Facility Guidelines immediately following any H&I subcommittee meeting at which new panel members or new panel leaders are voted in.

**G) PANEL LEADER**

- 1) Requires at least nine months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings. After being cleared by the facility when necessary.
- 2) Must attend one of every three H & I subcommittee meetings or be subject to removal by the H & I subcommittee.
- 3) Should be familiar with subcommittee and facility rules.
- 4) Reminds the panel members of both the facility's and the subcommittee's rules.
- 5) Make sure the supplies are available (literature, etc.) and that the meeting/presentation goes in as it is scheduled to. Maintains updated lists of all panel members.
- 6) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the meeting during which he/she is first voted in as panel leader

**H) PANEL CO-LEADER**

- 1) Requires at least nine months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings. After being cleared by the facility when necessary.
- 2) Must attend one of every three H & I subcommittee meetings or be subject to removal by the H & I subcommittee.

- 3) Should be familiar with subcommittee and facility rules.
- 4) Reminds the panel members of both the facility's and the subcommittee's rules.
- 5) Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes in as it is scheduled to. Maintains updated lists of all panel members.
- 6) The panel co-leader assumes the responsibilities of the panel leader in the event of the panel leader's absence.
- 7) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the meeting during which he/she is first voted in as panel co-leader.

**I) PANEL MEMBERS**

- 1) H&I panel members should have at least 90 days clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I panel members are required to:
  - 2) Attend two subcommittee meetings, or have prior H&I experience.
  - 3) Be familiar with the H&I meeting/presentation format.
  - 4) Be familiar with subcommittees, and facilities, rules.
  - 5) Be able to share a message of recovery in narcotics anonymous.
  - 6) Must attend a tutorial on Do's and Don'ts and Facility Guidelines immediately following the meeting during which he/she is first voted in as panel member.

**J) SPEAKERS**

- 1) Outside speakers must have six months of uninterrupted clean time or whatever is required by the facility.

**K) GUESTS**

- 1) Guests must be invited to an H&I Presentation by Panel leader only
- 2) All guests must have 90 days of uninterrupted clean time to enter a facility

**ALL MEMBERS MUST ATTEND NARCOTICS ANONYMOUS MEETINGS!!!**

**GENERAL INFORMATION**

- 1) Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- 2) Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of the H&I commitment.
- 3) No NA meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&L subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- 4) Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to (A) the inmate or patient inside, or (B) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of NA recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- 5) Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- 6) Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.

- 7) Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
- 8) H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- 9) You are reminded that the H&I subcommittee exists to share the NA message-our experience, strength and hope. H&I speakers should try to get residents involved with the H&I meeting / presentation through reading materials as well as through direct sharing.

# **NORTHWEST NEW JERSEY AREA SERVICE COMMITTEE LITERATURE COMMITTEE GUIDELINES**

## **I DEFINITION AND PURPOSE**

“To carry the message in written form to the addict who still suffers.”

- A) To provide Literature to the Groups and NA members in the Northwest Area.
- B) By keeping available a stockpile of literature for the Northwest New Jersey Area members.
- C) By serving as a communication link between the World Service Literature Committee and the Northwest New Jersey
- D) The sub-committee is formed by the Northwest Area Service and is directly responsible to the Area.

## **II FUNCTIONS OF THE LITERATURE COMMITTEE**

- A) To sell, order and disperse literature at the Area level
- B) The Chairperson must turn over to the Area each month a written report of all literature distributed and on hand

## **III OFFICERS AND QUALIFICATIONS**

- A) Chairperson: Shall be elected at the annual elections of Area Service.
  - 1) The Chairperson should have at least two years clean time
  - 2) Previous Group and Area Service commitments.
  - 3) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts
  - 4) Willingness to serve
  - 5) Must have steady reliable income.
  - 6) May not serve the NWNJASC as a GSR or Alt. GSR.
  - 7) May hold Area Treasury documents.
  - 8) Holds the key and is responsible for open and closing meeting place

*(Amended 09/15/02, 08/20/06)*
- B) Vice-Chairperson shall be appointed from within the literature sub-committee.
  - 1) Vice-Chairperson should have at least one year clean time.
  - 2) Previous Group and Area Service commitments.
  - 3) A working knowledge of the 12 steps, 12 Traditions, and 12 Concepts.
  - 4) A willingness to serve.

## **IV REASONS FOR DISMISSAL**

- A) Relapse.
- B) Misappropriation of funds.
- C) Failure to make two consecutive Area Service meetings

## **V POLICIES**

- A) The Literature Committee will not hand out literature until the end of the new business.

*(Retired 06/22/03, Reinstated 5/21/2006: 13/0/1, Amended 07/16/06)*
- B) The Literature Committee shall keep on hand approx. twelve hundred and fifty dollars worth of literature.
- C) These guidelines may be amended at any time by a two-thirds majority vote at the Area Service Committee.
- D) The Literature Chairperson may serve two consecutive terms.
- E) The Literature chair every other December (odd years) purchase WSC agendas (C.A.R.Reports). The total number to be purchased will be determined at Area Service. The Chairperson should ask the groups in November if their group is going to do the Conference Agenda Report.
- F) Audit of Literature Committee Books and literature will be done twice a year. The executive committee will do This audit in the months of March and August

***(Amended 4/27/03)***

Retired: Literature will only be distributed at Area Service to facilitate record keeping and literature stockpile, except in special circumstances (Outside organization). Before distributing literature outside of Area Service the Literature Chair must first inform 2 Area Executive Committee members of the pending transaction.

***(Retired 4/27/03)***

G) The budget for the Literature committee shall be \$15.00 a month (supplies, gas, tolls and/or shipping). Any leftover moneys will be returned to the Area. Receipts must be turned in to the Area Treasurer.

H) All moneys to be turned over to the Area Treasurer at the end of Area Service. Checks to purchase new literature will then be written by the Area Treasurer.

J) Literature will be ordered monthly to maintain Area's literature inventory.

***(05/21/06 Passed: 13/0/1)***

# **NORTHWEST NEW JERSEY AREA SERVICE PUBLIC RELATIONS SUBCOMMITTEE GUIDELINES**

## **I PURPOSE**

The Public Relations Subcommittee of the Northwest Area Service Committee purpose is to inform the public that NA exists. It offers recovery from addiction and information about how to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

This Committee is a subcommittee of the Northwest Area Service Committee and is directly responsible to that committee.

## **II FUNCTIONS OF THE PUBLIC RELATIONS SUBCOMMITTEE**

To open and maintain lines of communication

- 1) Between NA and the public.
- 2) Between N.W.N.J.A.S.C. and Regional and World P.1. Subcommittees.

To respond to all requests for information in a timely and effective manner. To be sure that all requests are handled at the appropriate level of service. Our ninth Tradition states that subcommittees are directly responsible to those they serve.

To report to the Area Service Committee on a monthly basis.

## **III MEETINGS**

- A) Meeting shall be held at a regularly scheduled time and place.

## **IV MEMBERSHIP**

- A) Requirements

- 1) 90 days of NA membership
- 2) Attendance at two consecutive regularly scheduled subcommittee meetings to become a member.
- 3) Attendance at a minimum of three regularly scheduled subcommittee meetings within a six month period to sustain membership.

## **V VOTING**

Each member is entitled to vote on any and all matters of the committee except for the person chairing the meeting.

## **VI OFFICERS**

- A) Chairperson

- 1) Requirements
  - a) Shall be elected by the N.W.N.J.A.S.C.
  - b) Suggested two years continuous abstinence.
  - c) Previous experience with subcommittee workings.
- 2) Responsibilities
  - a) To coordinate the activities of the P1 subcommittee as directed by the N.W.N.J.A.S.C.
  - b) Attend A.S.C. meetings and report the efforts of the committee.
  - c) Attend Regional PI meetings and report the efforts of the committee and the conscience of the ASC on any related matters
  - d) May hold Area Treasury documents.

***(Amended 09/15/02)***



- B) Secretary \*
- C) Vice-Chairperson \*
- D) Treasurer \*

\* To be elected as needed from the members within the subcommittee. Group and need will determine the requirements and responsibilities of each.

## **VII POLICIES**

- A) If the Chairperson relapses, he or she will automatically be removed as Chairperson.
- B) If the Chairperson misses two consecutive Area Services without contacting the Area Chairperson or Vice-chairperson he or she may be removed.
- C) In the case of resignation, the Area Service Committee shall elect another Chairperson.
- D) The P.1. guide and phone line guide will be used for reference to assist in reaching a group conscience for the committee.

**Northwest New Jersey  
Area Service Committee  
Robert's Rules of Order**



# Robert's Rules of Order

The following is based on Robert's Rules of Order

- 1) **Debate:** Debate should be limited to two (2) pros and two (2) cons for each motion unless a 2/3 majority of the voting participants agrees to extend debate
- 2) **Main motions:** There are two types of main motions business, and policy motions
  - a. **Business motions** are those motions that will not set, delete, or change policy. Examples might be a Motion to create a Committee to examine tax situation or a motion to take care of every day business. Business motions require a simple majority vote to pass. Chairperson will decide if a motion is Business or Policy in the event of a question.  
Chairpersons decision may be appealed.  
Policy motions are those motions, which set, change or delete policy, examples of policy motions are election procedures, terms of office, prudent reserves, budgets, etc.
- 3) **Sub-Motions:** Sub-motions are motions that are made during discussion of a main motion (Business or Policy).
  - a. **Motion to Amend:** If during the debate of a Motion a member feels that a Motion would benefit from a change to the language of the motion, he or she can say "Motion to amend this motion to read A motion to amend requires a second. If there is no second, the motion to amend is dead and debate returns to the original motion. If a second is found, then the amendment is debated and voted on. An amendment requires a simple majority to pass. If amendment is passed, the amended motion is then either debated further or it is voted on. If the amendment fails, the original motion is debated or voted upon. (Only one amendment to a motion may be on the floor at one time.)
  - b. **Motion to call the question:** A motion to call the question is a motion to stop debate and vote on the motion that is on the table. It requires a second and is not debatable. If it is not seconded, the motion to call the question is dead, if a member is not ready to vote on a motion, or is confused about something, he or she should vote "no" on a motion to call the question. This motion requires a two-thirds majority to pass. If it passes, the main motion is voted on immediately. If it fails, the debate on the main motion is continued.
  - c. **Motion to table:** a motion to table is one way to remove from the floor any motion that is not ready to receive a vote, either because of lack of information on the motion, or because a member feels a group conscience is needed on a motion before they can vote for their Group. A motion to table must include a time or date for the motion to be tabled to, it must be seconded, and it is not debatable. If a motion to table passes, the motion is then tabled to the time or date set. If it fails the debate or voting on the main motion continues; requires a simple majority.
  - d. **Motion to remove from the table:** this motion is used to bring a motion that has previously been tabled back before the body for debate and/or a vote before the time or date set in the motion to table. This motion requires a second, and it is debatable. It requires a simple majority to pass and if it passes, the tabled motion then becomes the main motion, and is debated and voted upon. If a motion to remove from table fails, the motion referred to remains tabled until the time or date set.
  - e. **Motion to refer:** this motion is used to refer a main motion to a committee for further review, research or disposition. It requires a second, is not debatable and must pass by a simple majority. A motion can be referred to a standing sub-committee or an ad-hoc committee (Note: an ad-hoc committee is a committee where all members are appointed by the chairperson or the ad-hoc committee chair is appointed by the chair and he or she then selects the committee members.) The committee will take up the matter at its next meeting and report its findings or results to the body in a timely manner.
  - f. **Motion to reconsider:** this motion refers to any policy motion that has been in the last two ASC's and certain conditions must exist before this motion can be made. The person making this

motion must have voted “yes” in the original vote. He or she must have information that was not discussed at the time of the original vote. Note: This motion requires a second, is debated, and requires two-thirds majority to pass. If any of the requirements for this motion are not met, the chairperson will rule the motion out of order.

- g. **Motion to withdraw:** once a motion is made and debate begins, the author can ask to withdraw the motion. The chair must then ask if there are any objections, if there is even one objection, the motion cannot be withdrawn. This motion does not require a second, is not debatable, and must be unanimous.
  - h. **Substitute motion:** a substitute motion requires a second, it is debatable and requires a simple majority to pass. This is similar to a motion to amend except that a complete motion is substituted instead of just a portion of the motion. If a substitute motion passes, it then replaces the original motion as the main motion.
  - i. **Friendly amendment:** a friendly amendment can only be made by the author of the main motion. Its purpose is to allow a minor change to the wording of the motion. The chair will ask if there are any objections to a friendly amendment, if there are, the friendly amendment fails and must be submitted as a motion to amend, if it is still necessary.
  - j. **Motion to adjourn:** a motion to adjourn can be made at any time. It requires a second, is not debatable, and requires a two-thirds majority to pass. The chair may rule an obviously frivolous motion to adjourn out of order. Once business is concluded, the chair can adjourn the meeting without a motion to adjourn.
- 4) **Other procedures:** in addition to the motions discussed on the preceding pages, there are a few other ways to alter or clarify the proceedings. These are:
- a. **Order of the day:** if a member feels that the meeting is straying too far from the business at hand, he/she may call for the order of the day. This means the chairperson must bring the meeting back to the agenda and to the business at hand. This does not require a second, and must be voted on immediately, regardless of whatever else is going on.
  - b. **Point of order:** If a member feels that there has been a violation of procedure and the chairperson does not appear likely to do anything about it, he or she would say out loud ‘point of order.’ The chair must then ask what the point of order is and then make a decision as to whether the point is valid. If he or she is in agreement, he or she then clears up the situation, if he or she disagrees, they overrule the point of order, This, like all decisions of the chair, can be appealed.
  - c. **Point of appeal:** any member who disagrees with a decision of the chair may appeal it by saying, “I appeal the decision of the chair.” the chair then asks the member, “On what grounds?” The member then states why he or she feels the decision is wrong (briefly, please). The chair then speaks as to the reason and intent of the decision (also briefly, please). A vote is then taken, requiring a two-thirds majority to overrule the chair.
  - d. **Point of inquiry:** if a member wants to do something but is not sure how to do it, they say, “Point of inquiry.” The chair then will attempt to answer the member with the proper procedure needed to address the member’s inquiry. (Note that a point of inquiry is not a question about a motion or general business, it is only a question about procedures. Any questions about motions are answered during debate and must be recognized by the chair before being asked.)
  - e. **Point of Personal Privilege:** if there is too much noise in the room, or it is too hot, or you feel the need for a Serenity Prayer, you may make a point of personal privilege to request action by the chair. The chair must recognize you and attempt to remedy the situation, if at all possible.
  - f. **Extending Debate:** if a motion is being debated and you are concerned that it will need more than the number of pros and cons allotted, you may request that debate be extended, this request does not need a second, is debatable and requires a simple majority to pass.